

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 20 June 2023 at 7.00pm at Keele Village Hall

Attendees: Parish Councillors: Ms V Newman (VN), Mr G Bibby (GB), Ms S Hughes (SH), Ms W Naylor (WN), Mr C Ashton (CA), Mr T Arnold (TA), Ms C Cox (CC), Ms M Downing (MD), Ms T Wright (TW), Mr A Rowe (AR)

Parish Clerk – Ms D Powell (DP)

One member of the public was present.

84/23 Apologies

Apologies were received from Ms M Thomsen

85/23 Declarations of Disclosable Pecuniary Interests

WN declared an interest in 90/23a

86/23 Public Open Forum

Speakers will be limited to 5 minutes each up to a total of 15 minutes.

The member of the public was present to observe the meeting.

87/23 To note the draft minutes of the meeting held on 16 May 2023 and agree

a. To approve the minutes

RESOLVED to approve the Minutes.

88/23 Village Hall update

To receive an update on:

- a. A grant application to the Lottery Fund by the Parish Council on behalf of the Village Hall Committee in relation to the building works.
No update had been received.
- b. Management of the building renovation.
The renovation is due to start in July. A discussion took place around the removal of the prints in the village hall.
- c. To update the bank signatories on the Village Hall Committee bank account
A copy of the minutes appointing the signatories had been requested by NatWest Bank.

89/23 To nominate members to the following sub-committees

a. Communications sub-committee

It was **RESOLVED** that CA, AR and TW would be member of the Communications sub-committee.

b. Planning sub-committee

It was **RESOLVED** that TA, GB MT and SH would be members of the Planning sub-committee

c. Environment and assets sub-committee

d. It was **RESOLVED** that CC,WN, VN and MD would be members of the Environment and assets sub-committee

Councillors were to email each other to arrange meetings. VN to define scope of each sub-committee. A report from each sub-committee is to be sent to the Chair one week before the PC meeting.

90/23 Finance

a. To approve payments/orders, receipts and transfers - **Appendix B**

- RESOLVED** to approve
- b. To note and approve the bank reconciliation – **Appendix C**
RESOLVED to approve
- c. To note and approve the budget report – **Appendix D**
RESOLVED to approve
- d. To approve the Clerk's hours spent on the NDP
RESOLVED to approve 5 extra hours

91/23 Actions arising from the meeting held on 16 May 2023

- a. To provide an update regarding the Direction to pursue the Footpath S53 at Quarry Bank/Redheath. Matter ongoing with the ROW Legal Department at SCC. DP to contact The Planning Inspectorate.
No update. Awaiting response.
- b. To provide an update regarding the letter sent to Cllr Huckfield and the request that the footpath be widened, or the bus service be re-installed. Update following Rob Steele's formally submitted request.
No update.
- c. Update on the Knights Templar x 2 sculptures. (WN/DP)
The paperwork to claim the grant is to be sent to DET.
- d. Update for information only on the broadband issues Pepper Street/Quarry Bank Road.
Martin Crutchley is to be invited to a PC meeting to provide an update.
- e. To provide an update on the tree planting initiative fund, community orchard and Keele conservation volunteers. GB proposes that KPC take on the maintenance of the Community Orchard. VN to draft a letter to NBC notifying them that KPC intend to take on the maintenance of the orchard and to include a maintenance plan.

The drafted letter is to be sent to NBC. The oak tree on Station Road is struggling. WN will continue to water this. Failing trees will be replaced by N and J Trees as part of the agreement.
- f. To provide an update on the sign off of the Hawthorns and the finishing off of the curbs, road surface and drain covers and the replacement of street lighting. (AR)

SCC Highways Anne Raba had walked around the estate with Seddons to decide what needs putting right. Seddons had tentatively agreed the details. The kerb stones were spoken about and the areas around the green. The problems with goal posts and ramps had now been resolved. People were continuing to park on the grass at the school island. Signage had been removed and would now be set in concrete. The sign-off may take place in the summer. Meetings of the residents' group will continue and also meetings with Seddons as required.
- g. Celebration of the 850th granting of the Royal Charter to the Borough. KPC is liaising with the church and local experts regarding an open day. GB to work with St John's School on the celebration of the 850th anniversary.
GB confirmed that an event is to take place at the end of September.

92/23 Other matters

- a. Update on hedges, verges, highways, and footpaths.
The PC had been contacted about the state of the footpath from Westerdale up to the Villa. Litter had been left in a large white bag on Keele Road. This was a matter for the landowner. A cut is required of the verges on the A525.
- b. Update on TRO and parking issues.
There are currently minimal parking issues.
- c. To discuss the defibrillator
AR had visited The Sneyd Arms and a defibrillator is stored behind the bar. Re housing of the defibrillator is to be discussed at the next meeting.
The member of the public left the meeting at 7.50pm
- d. To discuss the Yew Tree
The Yew tree is looking unwell. The drip irrigation has been looked at and the roots appear to be waterlogged. The roots may be compacted as in previous years. A qualified opinion is needed to find out where it is waterlogged. It was agreed for WN to obtain a quote.
- e. To discuss the litter picking contract
WN is ending the litter picking contract. An advert is to be placed in the bulletin.
- f. To consider a repair to the fan on the Clerk's laptop
To obtain a quote for the repair.
- g. To approve moving the Parish Council meetings to the second Monday of every month starting in September 2023 as discussed in May 2023.
It was **RESOLVED** to change the meeting date to the second Monday of the month beginning in September 2023.

93/23 To note (only) written reports circulated in advance:

- a. Chairman's report
As circulated. Attention was drawn to the following matters contained in the report:
 - i. The grass cutting is becoming desperate.
 - ii. The Local Plan consultation.
 - iii. Planning applications.
 - iv. A complaint about the broken barriers at Welcome Break.
 - v. Increase in the numbers of vehicles on station Road and the private use of the entry and exit onto the M6.
- b. County & Borough Councillors
No-one present

94/23 General Data Protection Regulations (GDRP)

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder). None

95/23 Keele Neighbourhood Plan (Standing Item)

A meeting is to take place next week (DP, VN and GB) to finalise the amendments requested by NBC and for the NDP Policy document to be submitted to NBC

96/23 Borough Local Plan (Standing Item)

The Local Plan Consultation is now open until 14 August 2023. The scope of ambitions has expanded with 900 houses planned for Keele Golf Course and a different site allocation for Silverdale of 73 houses. A total of 1300 houses for Keele and Silverdale. There had been no attempt to discuss in detail how people would be accommodated in terms of transport, schools and hospitals. The Richmond Homes site at Newcastle Golf Course had been allocated 550 houses. Houses were planned for the bottom corner of the University and a proposed exit route was through the University. Phase 3 beyond Barkers Wood contained

220 houses. The 2021 Census showed that the population of Newcastle had fallen by 1% on the previous decade. The Consultation mechanism was the same as the Issues and Options Consultation. There was an urban expansion out of Newcastle and up into Keele. The Town Improvement Plan involves building a new carpark and costs had soared and borrowing would be against Keele Golf Course.

There are three strategies.

- i. Inadequate procedures around the consultation procedures.
- ii. Numerous issues around the development of 973 house on the Golf Course with drainage, transport and infrastructure.
- iii. The housing strategy had been based on inaccurate data including 2014 estimated and this had not been questioned by the Borough.

GB to prepare a submission to NBC. TA to look at the form as part of the planning sub-committee.

97/23 Planning applications – to provide comments on the following:

[23/00466/FUL | Proposed second storey side extension | 34 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH \(newcastle-staffs.gov.uk\)](#) No objection

[23/00420/FUL | Front Entrance Porch | 32 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH \(newcastle-staffs.gov.uk\)](#) No objection

[23/00414/COU | Change of use from residential to teaching facility | 59/60 The Covert Keele Newcastle Under Lyme Staffordshire ST5 5AZ \(newcastle-staffs.gov.uk\)](#) No comment

[23/00383/FUL | Barn conversion to two dwellings | Finney Green Farm Finney Green Keele Newcastle Under Lyme Staffordshire ST5 6AB \(newcastle-staffs.gov.uk\)](#) TA to prepare comments and objection to be submitted to Planning Application department at NBC

Pepper Street.

WN and SH had stopped the trees from being taken down.

Boggs Cottage

GB to continue the work relating to Boggs Cottage.

98/23 To note the Staffordshire Parish Councils Association Bulletins and correspondence received. Noted

99/23 Any Other Business for future agendas

Rural runaround

Meeting in August

Pepper Street development

Re siting of the defibrillator

Meeting closes

Date of next meetings:

18 July 2023, 15 August 2023, 11 September 2023, 9 October 2023

Keele Parish Council - Chair's Report June 2023

In future I intend to restrict this report to items not included on the agenda, but for this month I have included planning information as there is no separate report from the Planning Sub Committee.

1) Grass Cutting

It is time for another grass cut so I am contacting Staffs County Council to make sure they have not missed us off the list - again!

2) Borough Plan

Although this is on the agenda, I have copied the text of the email about consultation to this report so it can be published. I suggest this could be part of the next bulletin and the Yew Tree. Induction by fire for the new communications sub-committee!

Newcastle-under-Lyme Borough Council – First Draft Local Plan Consultation 19 June to 14 August 2023

On 13 January 2021, the Council resolved to undertake a new Local Plan for the Borough of Newcastle-under-Lyme. Following consultation on Issues and Strategic Options in 2021 / 22, we are now consulting on the First Draft of our Local Plan (at Regulation 18 stage). Consultation on the First Draft Local Plan has started today (19 June 2023) and runs until the 14 August 2023.

You are invited to comment on the First Draft Local Plan and supporting documents. The consultation documents and response form can be accessed at the Council's website: <https://www.newcastle-staffs.gov.uk/localplan>

The First Draft Local Plan and supporting documents are also available to view at local libraries. The council will also be holding a series of public consultation events across the Borough. A list of public consultation events can be accessed using the following website link <https://www.newcastle-staffs.gov.uk/localplan> and this list will be kept up to date during the consultation period.

Thanks,

Kind Regards

Allan

Allan Clarke

Planning Policy Manager

3) Planning Application - Changes & New since last meeting

May 2023

Front Entrance Porch

32 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH

Ref. No: 23/00420/FUL | Validated: Thu 18 May 2023 | Status: Pending Consideration

Change of use from residential to teaching facility

59/60 The Covert Keele Newcastle Under Lyme Staffordshire ST5 5AZ

Ref. No: 23/00414/COU | Validated: Tue 23 May 2023 | Status: Pending Consideration

Proposed rear extension and garage

Church View 1 Church Bank Keele Newcastle Under Lyme Staffordshire ST5 5AT

Ref. No: 23/00407/FUL | Validated: Mon 15 May 2023 | Status: Pending Consideration

Removal of existing UPVC rainwater goods and replacement with new Cast Iron to match existing, brickwork repairs/repointing to Grade II Listed Building

The Chapel Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire

Ref. No: 23/00387/PLDLB | Validated: Tue 09 May 2023 | Status: Pending Consideration

[Barn conversion to two dwellings](#) 

Finney Green Farm Finney Green Keele Newcastle Under Lyme Staffordshire ST5 6AB
Ref. No: 23/00383/FUL | Validated: Fri 19 May 2023 | Status: Pending Consideration

June 2023

Proposed second storey side extension

34 Westerdale Drive Keele Newcastle Under Lyme Staffordshire ST5 5FH

Ref. No:23/00466/FUL | Validated Thu 08 Jun 2023 | Status: Pending Consideration

[Application for a non-material amendment relating to alterations to planning permission 18/00262/REM - Minor amendment to Ackworth Housetype \(Not affecting Streetscene\), Inclusion of footpath link to Pepper Street, Relocation and handing of Plot 41 and Plot substitution Plots 39 & 40](#)

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire
Ref. No: 18/00262/NMA2 | Validated: Tue 09 May 2023 | Status: Application Refused

[Proposed alterations to existing coach house to form additional bedroom. Side extension to form porch and w.c. Conversion of existing conservatory to form kitchen.](#)

52 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH
Ref. No: 23/00299/FUL | Validated: Wed 12 Apr 2023 | Status: Application Permitted

4)Welcome Break Services

A member of the public is concerned that the broken barriers at the motorway services are increasing the volume of traffic on Station Road. I will contact the services to find out if there are plans to reinstate them. Although it appears as if they are vandalised as quickly as they are repaired.

Val Newman 19/06/23

**Keele Parish Council
Payment Schedule June 2023**

Date	Ref	Details	Description	Net £	VAT £	Total amount £
20.06.23	BACS	Salary	June 2023	544.65	0.00	544.65
20.06.23	BACS	VAST	HMRC Mth 3 and payroll charges Apr-Jun 2023	65.60	4.00	69.60
20.06.23	BACS	Office expenses	Mileage, MS Office and office supplies	39.44	1.88	41.32
20.06.23	BACS	Steve Hough	Noticeboard inspections, grass cutting and weed spraying	480.00	0.00	480.00
20.06.23	BACS	Wenslie Naylor	Litterpicking	95.00	0.00	95.00
		Total		1224.69	5.88	1230.57

Keele Parish Council			
Bank Reconciliation for the period ending 17 May 2023			
		£	£
Balance per Bank Statement 17 May 2023			£
Current account			13,822.66
Deposit account			<u>15,810.63</u>
			29,633.29
Less: unrepresented payments			0.00
Net bank balance as at 17 May 2023			<u>29,633.29</u>
Net balance reconciled to the cashbook			
Opening balance per cashbook			
Current account		1,930.97	
Deposit account		<u>15,721.89</u>	
			17,652.86
Add: receipts in the year			
05.04.23	Interest received	88.74	
11.04.23	Newcastle Borough Council Precept	16,626.00	
14.04.23	HMRC VAT Refund	<u>255.88</u>	
			16,970.62
Less: payments in the year			
	Apr-23	-2873.88	
	May-23	<u>-2116.31</u>	
			-4,990.19
Closing Balance as per cash book for the year to 17 May 2023			<u>29,633.29</u>

Keele Parish Council Budget Report 2023/24

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EXPENDITURE	BUDGET	TOTAL	VARIANCE
Clerk's salary	6,900	1,995	-4,905
Office expenses	420	150	-270
Litter picking contract	700	0	-700
Total	8,020	2,144	-5,876
Councillor expenses/Room hire/Subs/Printing	400	84	-316
Miscellaneous	100	0	-100
Data Protection Officer Staffs County Council	170	175	5
Audit Fee	80	105	25
Insurance	500	473	-27
Remembrance Sunday wreaths	20	0	-20
Total General Admin	1,270	838	-432
Parish Council Association	315	0	-315
Society of Local Council Clerks	40	0	-40
Campaign to Protect Rural England	15	0	-15
Information Commissioner	40	40	0
Parish Online Mapping	70	90	20
Total Subscriptions	480	130	-350
Grounds maintenance (funded from reserves £800)	3,700	1,240	-2,460
Church Yard Contribution S137	1,000	1,100	100
Village Hall Contribution (Maintenance)	0	0	0
Miscellaneous Contingency	0	0	0
Yew Tree Annual Maintenance (Spring and Winter)	600	0	-600
Seats, shelters and noticeboards	350	0	-350
Total Maintenance	5,650	2,340	-3,310
Special Projects (website, planning consultant, SOGS, Knights Templar TPC)	100	3,250	3,150
War memorial	400	0	-400
Expenses - Chairman	250	350	100
Expenses - Rural runaround	0	0	0
S137 Defibrillator pads	0	0	0
S137 (Church clock)	215	0	-215
Neighbourhood Development Plan	0	0	0
VAT recoverable	0	709	709
Total Other Expenses	965	4,309	3,344
TOTAL EXPENDITURE	16,385	9,761	-6,624